



# CITY COUNCIL

## AGENDA REQUEST

AGENDA OF:	10-19-10	AGENDA REQUEST NO:	III-F
INITIATED BY:	RICHARD MANCILLA, EIT, CFM ENGINEER II <i>RM</i>	RESPONSIBLE DEPARTMENT:	ENGINEERING
PRESENTED BY:	ROBERT VALENZUELA, P.E., CFM ASSISTANT CITY ENGINEER	DEPARTMENT HEAD:	CHRISTOPHER STEUBING, P.E., CFM, CITY ENGINEER <i>CLS</i>
		ADDITIONAL DEPARTMENT HEAD (S):	
SUBJECT / PROCEEDING:	MEADOWCROFT BOULEVARD CHANGE ORDER #1 FOR DESIGN SERVICES (CIP ST0802) CONSIDERATION OF AND ACTION ON AUTHORIZATION OF BUDGET REALLOCATION AND APPROVAL OF CHANGE ORDER #1		
EXHIBITS:	PROPOSAL, CHANGE ORDER #1 AND VICINITY MAP		
CLEARANCES		APPROVAL	
LEGAL:	N/A	EXECUTIVE DIRECTOR:	N/A
PURCHASING:	TODD REED, PURCHASING MANAGER <i>P</i>	ASST. CITY MANAGER:	KAREN DALY <i>kd</i>
BUDGET:	JENNIFER BROWN, <i>JB</i> BUDGET & RESEARCH DIRECTOR	CITY MANAGER:	ALLEN BOGARD <i>kd</i> FOR AB
BUDGET			
EXPENDITURE REQUIRED: \$		20,950.00	
AMOUNT BUDGETED/REALLOCATION: \$		20,950.00	
ADDITIONAL APPROPRIATION: \$		N/A	
RECOMMENDED ACTION			
Authorize execution of Change Order No. 1 in the amount of \$13,450 with Dannenbaum Engineering Corporation for design services for Meadowcroft Blvd. (ST0802) and authorize a budget reallocation in the amount of \$20,950.			

## EXECUTIVE SUMMARY

In October 2008, the City Council awarded a design contract to Dannenbaum Engineering Corporation (DEC) for Meadowcroft Boulevard (ST0802). This contract included the design of Meadowcroft Boulevard from First Colony Boulevard to Ditch "H" as well as a traffic signal at the intersection with First Colony Boulevard.

As part of the design, a permit must be obtained from Fort Bend County Levee Improvement District 2. The construction plans were sent to LID #2 in April 2010 for their review. The LID returned comments to the City in June. These comments resulted in some changes to the design of Meadowcroft within the levee easement related to accommodating drainage as well as design of access drives to the levee for maintenance purposes.

The additional design services are documented in the attached scope in the amount of \$13,450. In addition to the additional design services, a payment of \$7,500 was paid to LID #2 for their review of the plans. The budget reallocation totals \$20,950. The funds for the reallocation have been identified in CIP Project DR0801, Storm Sewer Lateral Tie-ins on Eldridge Road.

The Engineering Department recommends that the City Council approve a reallocation from CIP DR0801, Storm Sewer Lateral Tie-Ins, in the amount of \$20,950 and authorize the execution of Change Order No. 1 with Dannenbaum Engineering Corporation for the additional design services in the amount of \$13,450 for Meadowcroft Boulevard, CIP ST0802.

## EXHIBITS

**CIP CHANGE ORDER REQUEST  
FORMS**

Date: <u>9/22/10</u>	Change Order #: <u>1</u>
P.O. #: <u>92186</u>	Department: <u>Engineering</u>
Program #: <u>1650</u>	Notice to Proceed Date: <u>October 2008</u>
Project Title: <u>Meadowcroft Blvd. Paving &amp; Intersection Improvements Design</u>	Project #: <u>ST0802</u>
Requested By: <u>Richard Mancilla</u>	Phone Ext: <u>2254</u>
Contractor: <u>Dannenbaum Engineering Corporation</u>	Contract Date/Time: <u>10/23/08</u>

**Change Order Description:**

Additional services as a result of the review comments by the Fort Bend County LID 2. Specifically, revisions to the retaining walls, drainage facilities and development of levee access driveways are included. Additional survey will be required.

**Price Impact:**

A. Original Contract Amount:	<u>\$118,529.79</u>
B. Current Change Order Amount:*	<u>13,450.00</u>
C. Previous Change Orders:	<u>0</u>
D. Cumulative Change Order Amount (B + C): **	<u>\$13,450.00</u>
E. Percent of Original Contract (D ÷ A):	<u>11.35%</u>
F. Revised Contract Amount (A+D): ***	<u>\$131,979.79</u>

\* Change orders in excess of \$25,000 must be taken to City Council for approval.

\*\* Cumulative change order amount (Line D) must not exceed 25% of original PO amount.

\*\*\* If new purchase order total (Line F) exceeds \$50,000 and original purchase order amount (Line A) is less than \$50,000, change order must be taken to City Council for approval.

**Schedule Impact:**

Original Contract Time (Days): _____	Original Completion Date: <u>5/8/09</u>
Current Change Order (Days): _____	
Previous Change Orders (Days): _____	
Revised Contract Time (Days): <u>0</u>	Revised Completion Date: <u>12/31/10</u>
Vendor Acknowledgement: <u>Wayne H. Adams</u>	Date: <u>9/23/10</u>

**CITY CLEARANCES**

Project Mgr/Inspector: _____	Date: _____
Program Manager: _____	Date: _____
Budget Approval: _____	Date: _____
Department Head: _____	Date: _____
<small>(Required only if Line B = \$10,000 - \$14,999)</small>	
CM/ACM/ED: _____	Date: _____
<small>(Required only if Line B = \$15,000-\$24,999)</small>	
Purchasing Approval: _____	Date: _____
City Secretary: _____	Date: _____

Distribution: 1 EXECUTED ORIGINAL to City Secretary  
1 EXECUTED ORIGINAL to Requesting Department (for Contractor) 1 COPY for Purchasing/Accounting Use

**DANNENBAUM ENGINEERING CORPORATION**

3100 WEST ALABAMA HOUSTON, TEXAS 77096 P.O. BOX 22292 HOUSTON, TEXAS 77227 (713) 520-9570

**ENGINEERING  
EXCELLENCE  
SINCE  
1945**

September 17, 2010  
Revised September 21, 2010

Mr. Christopher Steubing, P.E.  
City of Sugar Land  
2700 Town Center Boulevard North  
Sugar Land, Texas 77479

Attention: Mr. Richard Mancilla, E.I.T.

RE: **4435-32, City of Sugar Land  
Meadowcroft Blvd. Paving & Intersection Improvements  
Scope and Fee for Additional Services**

Dear Mr. Steubing:

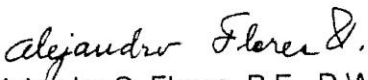
In accordance with your request, attached is the proposed scope and estimated fee to perform the additional services required as a result of the review comments by the Fort Bend County Levee Improvement District No. 2 dated June 9, 2010, and subsequent conversations. Specifically, revisions to the retaining walls, drainage facilities, and development of levee access driveways are included. Additional survey would also be required.

Fee for additional services are \$13,450.00 (see Summary).

Please note that since the design of the bridge adjacent to this project has not been completed, elements of the proposed design may need to be revised after completion of the bridge design. Revisions (if any) after completion of the bridge design are not included in this proposal.

Should you have any questions about this scope and fee estimate, please do not hesitate to call.

Sincerely,

  
Alejandro C. Flores, P.E., D.WRE, CFM  
H&H Division Manager

cc: Gary W. Fisher, P.E.  
Chris Cha, E.I.T.

**SCOPE OF DESIGN MODIFICATION SERVICES**  
**City of Sugar Land**  
**Meadowcroft Blvd. Paving & Intersection Improvements**

**DESIGN MODIFICATION DESCRIPTION:**

The Design Modification to the Project, *Meadowcroft Blvd. Paving & Intersection Improvements*, includes the revising of plans, specifications, and estimates to meet the changes of the retaining walls, drainage facilities and levee access driveways. Additional topographic surveying and easement descriptions surveying will be required for the design modification as well.

**SCOPE OF SERVICES:**

**A. PROJECT MANAGEMENT**

- 1) Project Management of the Engineer's engineering and surveying services, as well as the Engineer's sub-consultants, will be performed by the Engineer.

**B. QUALITY CONTROL/QUALITY ASSURANCE**

- 1) Quality Assurance / Quality Control review of the Engineer's work products shall be performed by an independent QA/QC officer of the Engineer.

**C. DESIGN MODIFICATION**

- 1) The drainage area map shall be modified to meet the revised storm drain design.
- 2) The pavement design, including pavement plan and profile and pavement dimensional control sheets, shall be modified to accommodate the anticipated revised location of the future bridge abutment, the proposed levee access driveways and changes in retaining wall design.
- 3) The storm drain design shall be modified to meet the revised inlet locations, revised retaining walls and grading.
- 4) The water line shall be modified to meet the revised bridge abutment location, retaining wall layout and proposed levee access driveway.
- 5) The retaining walls shall be modified to not encroach upon the Fort Bend County Levee Improvement District No. 2 Right-of-Way.
- 6) Levee access driveways shall be incorporated into the design to provide access to the levee.

## **SCOPE OF SPECIAL SERVICES:**

### **A. Topographic Survey**

ENGINEER will perform additional field surveys to collect horizontal and vertical elevations and other information needed by ENGINEER in design and preparation of plans for the project.

### **B. Easement Description and Drawings Surveying**

The Engineer shall determine the apparent ownership of the land where easements are needed from tax records. The Engineer shall acquire copies of plats and/or deeds needed to determine the property location from the City or county records. The Engineer shall locate available property corners in the field. The Engineer shall prepare easement descriptions and drawings as required by the modification of the design drawings.

### **C. Surveying Quality Assurance / Quality Control**

Quality Assurance / Quality Control review of the Surveyor's work products shall be performed by an independent Survey QA/QC officer of the Engineer.

**DANNENBAUM ENGINEERING**

**Project No.: 4435-32**

**Date: Sept. 21, 2010**

**Client: City of Sugar Land**

**Project Title: Meadowcroft Blvd. Paving & Intersection Improvements**

**FEE BUDGET ESTIMATE  
SUMMARY**

**DESIGN PHASE SERVICES**

PROJECT MANAGEMENT	\$	600.00
QUALITY ASSURANCE / QUALITY CONTROL		800.00
DESIGN MODIFICATION		7,100.00
DESIGN PHASE OTHER DIRECT COSTS		300.00
SUB-TOTAL DESIGN PHASE SERVICES	\$	<u>8,800.00</u>

**SURVEYING SERVICES**

SURVEYING QUALITY ASSURANCE / QUALITY CONTROL	\$	400.00
TOPOGRAPHIC SURVEYING		1,800.00
R-O-W, EASEMENT, ACQUISITION SURVEYING		2,400.00
SURVEYING OTHER DIRECT COSTS		50.00
SUB-TOTAL SURVEYING SERVICES	\$	<u>4,650.00</u>

**TOTAL \$ 13,450.00**



## VICINITY MAP

Location of Meadowcroft Boulevard  
to be Constructed by City

